**Monthly High School Principal Meeting**

**October 19, 2011**

**Guiding Question:**

*How might we ensure successful implementation of the District initiatives: 21st century model of change, Graduation Matters Missoula, and successful achievement for all students in MCPS no matter their circumstances?*

**Long term target:**

Implement a comprehensive, 21st Century high school system in MCPS

**Short term targets:**

* Develop a shared understanding of the International Baccalaureate Programme
* Create team norms
* Reach consensus about district-wide student participation in IB at Hellgate before it Is available at either Big Sky or Sentinel High Schools
* Discuss urgent items

**AGENDA**

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| **4:00-4:05** | Welcome, introduction, and review agenda |
| **4:05-4:10** | Short reading (IB Programme brochure)  Russ shared copies of the IB brochure |
| **4:10-4:15** | Create team norms  Too many people missing, will do this work at a later date |
| **4:15-4:25** | Develop a shared understanding of the International Baccalaureate Programme (Kevin) |
| **4:25-5:00** | Reach consensus about district-wide student participation in IB at Hellgate before it is available at either Big Sky or Sentinel High Schools   1. What is the capacity of Hellgate’s IB program? 2. Should Hellgate fill available slots with Hellgate students first then fill remaining slots with students from other MCPS high schools? 3. Should a defined number of slots be held as available for Big Sky, Sentinel and Willard students (assuming no one wants to drive down from Seeley)? 4. Should we establish an application process in the event there are more requests than available slots?  (For Hellgate students as well as students from other MCPS schools?) 5. How will we address requests from private school student who may wish to transfer to Hellgate for IB, both those living in and out of district? 6. What about out-of-district (Florence, Frenchtown, etc.) that might want to transfer in to participate?   **Share** Willard’s process for student participation in the alternative high school program (Jane)  Jane was unable to join us, still need to do this.  **Share** Big Sky’s process for student participation in the health sciences academy (Trevor)  Trevor prefers applications by 8th graders in December, but for 2012-2013 will request them by Jan 10th  **Brainstorm** suggested responses to each question above   * Capacity of the IB program is currently 2 sections for each grade level (approximately 50 students at each grade level, including diploma and certificate students) * Application process * Lottery * Application for some/lottery for some * Committee makes decisions for all out of area requests that come into the district, not just a school by school basis * Principals/counselors hold parent night meetings * Principals/counselors go to each middle school to represent their programs * Hold individual school “showcase” nights in December * 8th grade orientation date currently scheduled for Jan 24th could be earlier (first week of January) or later (as late as May 1st) * create ONE brochure that briefly highlights programs in each school for sharing with middle school counselors, students, and parents (ask Lesli to help with this) * Each school should have a brochure, using the same format, but with different information highlighting that school and their programs (ask Lesli to help with this)   **Chart** or take notes on each response  **Ask** clarifying questions  **Prioritize** responses using dots as votes for the best suggestions  **Reach** consensus based on discussion and votes  **For 2012-2013**   * Each individual high school will hold a nighttime “showcase” in December for students/parents * Each individual high school will hold 8th grade orientation on Tuesday, January 24th   - Out of attendance area applications will be due by January 10th  - Health Science Academy applications for current 8th graders will be due by January 10th  - IB applications for current 10th graders will be due by January 10th  - Principals will review applications, make decisions, and notify students, parents, and  .≤schools of high school placement decisions prior to January 24th orientation   * Each principal will email Heather with a short (1 paragraph) description of their school, highlighting programs BY NOVEMBER 2nd * Each principal will work with Lesli Brassfield to create a 1 page (2 sided) brochure highlighting their school and programs by January 10th * A meeting will be held with all MCPS high school and middle school principals and counselors, plus feeder school counselors (and principals if they desire) to share these details on Wed. Nov. 16th from 1-4pm in Room 24 (upstairs), Admin Building – Heather will work with Alanna to coordinate this |
| **5:00-5:20** | Urgent items needing discussion   * Trevor brought concerns about technology preparations for the Health Sciences Academy and the need to meet deadlines for implementation; Trevor will draft a letter to Art to clarify concerns and make preparations. He will cc: Superintendent, ERDs, Pat McHugh, Scott Reed, and Matt Clausen * MyVoices Survey – expressed concern about the timing of this b/c it takes 4 days of classroom use of the computer labs, making the computer labs unavailable to classes; requested extension of the two week survey window to happen anywhere between now and March 1st; Heather will follow up with Matt Clausen and get back to principals |
| **5:20-5:25** | Wrap up and next steps - What are we going to do about all of this?   * Tom, Russ, and Trevor will meet on their own between now and Nov 9th * ERDs, all high school principals will meet again on Nov. 9th to finalize plans for Nov. 16th meeting with HS/MS counselors/feeder schools * Nov. 16th,1-4pm, Admin Bldg, Rm 24 (upstairs) meeting with ALL MCPS high school and middle school counselors, plus feeder school counselors (and principals if they desire):  1. Presentations from each high school principal highlighting schools and programs 2. Process for students outside the attendance area (open enrollment application) 3. Application information and deadlines for students interested in programs such as the Health Sciences Academy and International Baccalaureate |
| **5:25-5:30** | Feedback **Plus/Delta Protocol** |